

INTERNSHIP INFORMATION

The Office of Senator John Warner offers internships year-round to qualified undergraduate students and high school juniors and senior who are residents of the Commonwealth of Virginia. The program offers students an opportunity to observe and participate in the workings of the United States Senate through full or part-time work in one of our offices. Interns are an essential part of the office and are offered opportunities to assist staff in the areas of legislative research, press, administrative, and constituent services activities.

There are three session during the summer :

- Session 1: May 29 - June 29, 2001 - application deadline
February 28, 2001 - undergraduates
- Session 2: July 2 - August 3, 2001 - application deadline
February 28, 2001 - undergraduates
- Session 3: August 1 - August 31, 2001 - application deadline
March 29, 2001 - high school seniors/juniors

Interns can expect to spend at least fifty percent of their time handling routine administrative duties and the other fifty percent of their time on more substantive activities. We encourage the interns to take advantage of opportunities to attend hearings, special seminars, etc. and make the most of their internship. Interns working full-time will have greater opportunities to participate in long term and substantive projects. On the whole, our goal is to offer as rewarding an experience as possible, while fulfilling the existing needs of our office.

Interested Virginians should call the Office Manager at (202) 224-2023, or submit a cover letter and application to:

Senator John Warner
SR-225
Washington, D.C. 20510

If you are interested in receiving information regarding other internships in the federal government, please contact the office and request a Congressional Research Service Information Packet "Internships and Fellowships: Congressional, Federal, and Other Work Experience Opportunities."

**OFFICE OF SENATOR JOHN WARNER
APPLICATION FOR INTERNSHIP**

SECTION I - Please complete the following:

NAME: _____

PRESENT ADDRESS: _____

PHONE: _____

PERMANENT ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

HIGH SCHOOL/GRADUATION DATE: _____

UNDERGRADUATE/GRADUATION DATE: _____

MAJOR: _____ **MINOR:** _____

GPA: _____

Please mark the office where you would prefer to work: first and second choice:

Washington Roanoke Abingdon Richmond Norfolk

Please circle the session you are applying for:

Fall 2000 January 2001 Spring 2001 August Recess 2001

*Summer 2001 (Deadline February 28, 2001) First Session May 29 - Jun 29, 2001

*Summer 2001 (Deadline March 30, 2001) Second Session July 2 - August 3, 2001

**Summer 2001 (Deadline March 30, 2001) Third Session August 1 - 31, 2001

*** Available only to undergraduates who have completed their first year of college.**

**** Available to high school seniors and junior**

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SECTION II - Please complete the following or include a resume and cover letter.

List any extracurricular activities in which you have been involved in high school and/or college.

List any honors or awards you have received.

SECTION III - In approximately 250 words, please tell us about yourself by answering one of the following questions:

Why do you want to serve as a Senate Intern and how do you hope it will further your career and/or educational goals and why?